Welcome to one of the most exciting and important aspects of being an osteopathic medical student. The National Osteopathic Student Caucus (NOSC) and the AOA House of Delegates (AOA HOD) gives students an opportunity to have a voice regarding the policies and procedures governing the osteopathic medical profession. The following information is being provided to you in advance as an introduction and helpful guide for the NOSC and the AOA HOD prior to your participation in July. In order to make the best of your experience, please take some time to carefully review this information, take notes, and write down questions you may have for your student leadership.

RESOLUTIONS

Purpose of Resolutions

AOA affiliated organizations, AOA bureaus, councils or committees, the AOA President and the AOA Board of Trustees to the AOA House of Delegates, may introduce resolutions. Resolutions are submitted to ask the AOA to take a formal position or action on a particular subject (e.g., health care reform, public health issues, physician socioeconomic / practice concerns), revise and/or negate current policies of the AOA, or to modify AOA’s Constitution and Bylaws. Resolutions may also request the AOA take a direct action, for example, advocate on a particular issue, study an issue for report back at a date-certain meeting, write a letter on behalf of a particular issue or concern, etc. These “directives,” if approved, are normally given to one of the various bureaus, councils and committees of the AOA for handling. AOA policies are consistently used when advocating on behalf of the osteopathic physician and profession, to assist in the development of legislation and laws assisting DOs and their patients, and in the governance of the association.

Overview – From Resolution to Policy

- AOA-affiliated organizations develop resolutions
- Resolutions are discussed and voted on
- Approved resolutions become AOA Policy
I. Organizations affiliated with the AOA (including osteopathic student leadership organizations) develop and submit resolutions to be voted on one month prior to the AOA HOD.

II. Student Impact: The official student opinion about the proposed resolutions is determined during the National Osteopathic Student Caucus (NOSC), held days before the AOA HOD.

III. Once the AOA HOD begins, the proposed resolutions are forwarded to their respective Reference Committees.

IV. The Reference Committees have an Open Meeting, followed by a Closed Meeting.
   - Open Meeting – allows public comment on resolutions. This is an opportunity for student leaders to share the official student opinion about specific resolutions.
   - Closed Meeting – Reference Committee develops a recommendation (approve, disapprove, etc.) for each of the respective resolutions that they will present to the AOA HOD.

V. The resolutions are then introduced on the floor of the AOA HOD, with recommended action by the Reference Committees.

VI. Using Robert’s Rules of Order of Parliamentary Procedure, the Speaker of the AOA HOD facilitates discussion and actions to amend, approve, disapprove, etc. resolutions by the AOA HOD.

VII. Student Impact: Student Delegates may stand up during discussion of a resolution on the floor of the AOA HOD and advocate/share the official student opinion.

VIII. If the resolution is approved by the AOA HOD, the resolution becomes AOA Policy.

AOA HOUSE OF DELEGATES

What is the AOA HOD?

The AOA House of Delegates is the legislative body of the American Osteopathic Association (AOA). As such, the AOA HOD speaks for the members of the AOA and for the osteopathic profession.

The AOA HOD meets annually to consider resolutions submitted by AOA affiliated organizations that alter AOA policy. The AOA HOD membership consists of osteopathic physicians and students that act as Delegates (representatives) for the osteopathic physicians and students in their home state, as well as their Divisional (State) Societies, Specialty Societies, and AOA affiliates.
Who is my Student Delegate?

Each osteopathic medical college (and branch campus) accredited by the AOA will be represented in the AOA House of Delegates by its student council president (and alternate), who is seated as a member of the delegation of the divisional (state) society representing the state in which the osteopathic college is located.

The Student Delegate and Alternate Delegate are typically the student council president and vice president, or other student representatives, who also serve on the Council of Osteopathic Student Government Presidents (COSGP). Please check with your school to determine who your Student Delegate and Alternate Delegate are this year.

Why is it important for students to participate in the AOA HOD?

Many resolutions that are proposed each year will have a direct or indirect impact on undergraduate (OMS I-IV) and graduate medical education (residency). Some resolutions impact our Colleges/Schools of Osteopathic Medicine, and nearly all resolutions have an impact on the osteopathic profession at large. It is critical that students have a voice and the opportunity to be at the table when decisions are being made about our education and future careers.

I am not a Student Delegate, so how can I get involved?

All osteopathic medical students are invited to participate in person or online in the National Osteopathic Student Caucus (NOSC). Please see the next section for more details…

NATIONAL OSTEOPATHIC STUDENT CAUCUS

What is the NOSC?

The National Osteopathic Student Caucus (NOSC) began nearly two decades ago, as a means to provide students with a forum to express opinions on AOA HOD resolutions and to affect the policy of the AOA. The NOSC is designed to unify the influence and voice of osteopathic medical students in matters of osteopathic education and of the osteopathic profession.

What are the Objectives of the NOSC?

I. Perform a collaborative student review of the resolutions that come before the AOA HOD
II. Gather input from student leaders of national organizations that represent osteopathic medical students.
III. Form a single, unified voice of osteopathic medical students to be presented before the AOA HOD by osteopathic student delegates.
IV. Promote professionalism and active participation in the osteopathic profession among osteopathic medical students.
Participation in the NOSC

The NOSC is hosted by the Council of Osteopathic Student Government Presidents (COSGP) in Chicago, IL prior to the AOA HOD each year with support of the Student Osteopathic Medical Association (SOMA). All osteopathic medical students are invited to attend.

All participants must register (via online registration), as only actively enrolled osteopathic medical students are allowed to attend and participate. Please visit the COSGP Facebook Page for registration details. The COSGP will make arrangements so that all osteopathic students who wish to attend the NOSC can submit questions and comments online. Each osteopathic medical student attending the NOSC in person shall be afforded one (1) vote. Students registered and participating online will not be afforded a vote due to the inability to verify your identity as an osteopathic medical student online at this time.

Upon registration, you will be provided a link for the NOSC webinar portal in an email with instructions so that you can call in and participate remotely.

How are resolutions selected for the NOSC?

Resolutions to be included in the NOSC agenda are chosen by a committee of select Executive Board members of the COSGP and general council members. This committee reads all of the AOA HOD resolutions and selects those resolutions that are felt to be relevant to the NOSC through the following criteria:

I. Directly or indirectly affect osteopathic medical students;
II. Address osteopathic graduate medical education;
III. Address the Colleges of Osteopathic Medicine;
IV. Address osteopathic post-graduate medical education; or
V. Address issues of importance to osteopathic medical students, interns, residents, and young physicians.

Selected resolutions will be announced approximately one week prior to the NOSC. Please check the COSGP Facebook Page for more details.

What is your role at the NOSC?

All osteopathic students are invited to express their opinions on any of the selected AOA resolutions during the NOSC. Your opinion matters and your leadership and the AOA wants to hear it. Only through involved participation and expression of multiple opinions can the NOSC adequately represent the osteopathic student body. Stand up, be heard, and make a difference.

What is the NOSC Leadership Panel?

The NOSC Leadership Panel will preside over the NOSC and have absolute authority on the final disposition of resolutions at the NOSC. The Leadership Panel consists of the President/Chair of each of the national student organizations that represent osteopathic medical students (listed below). Each of these representatives are invited to participate in person at the NOSC. The Leadership Panel will advocate, provide additional insight, and answer any questions concerning matters within resolutions that may impact their osteopathic medical student constituents.

“We can't just wait for problems to be solved with time because it will not, instead we must take the right steps ourselves to solve them.”

Anurag Prakash Ray
If the President/Chair of the national student organization is not an osteopathic medical student, then the highest ranking osteopathic medical student in the national organization shall represent the national organization as their proxy. If the President/Chair or proxy are unable to attend in person, they may subsequently proxy the position to the highest ranking osteopathic medical student of the national student organization who is able to attend in person.

<table>
<thead>
<tr>
<th>American Academy of Osteopathic Ob/Gyn</th>
<th>Christian Medical and Dental Association</th>
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<tbody>
<tr>
<td>American College of Osteopathic Emergency Physicians</td>
<td>Council of Osteopathic Student Government Presidents</td>
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<tr>
<td>American College of Osteopathic Family Physicians</td>
<td>Omega Beta Iota</td>
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<tr>
<td>American College of Osteopathic Pediatricians</td>
<td>Sigma Sigma Phi</td>
</tr>
<tr>
<td>American College of Physicians – Council of Students</td>
<td>Student National Medical Association</td>
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<tr>
<td>AMA Student Section: Osteopathic Caucus</td>
<td>Student Osteopathic Internal Medicine Association</td>
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<tr>
<td>American Medical Student Association</td>
<td>Student Osteopathic Medical Association</td>
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<td>American Medical Women’s Association</td>
<td>Student Osteopathic Surgical Association</td>
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<tr>
<td>American Osteopathic Academy of Sports Medicine</td>
<td>Undergraduate American Academy of Osteopathy</td>
</tr>
<tr>
<td>Asian Pacific American Medical Student Association</td>
<td>Wilderness Medicine Society</td>
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<tr>
<td>Assn. of Military Osteopathic Physicians and Surgeons</td>
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</tbody>
</table>

*Please contact the COSGP National Legislative Affairs Representative (cosgplegrep@aaom.org) if a national student organization is not represented above.

**Procedures at the NOSC**

The **COSGP Parliamentarian** will serve as Speaker for this caucus.

The NOSC will be conducted in accordance with the NOSC Constitution and policies of the COSGP, which effectively mirror the procedures of the AOA HOD. As such, *Robert’s Rules of Order of Parliamentary Procedure* will be in effect.

Those wishing to speak should line up as soon as the resolution is introduced by the Speaker. Please quietly arrange yourselves so that the opinion expressed is alternated for and against (line up so that someone speaking for the resolution is followed by someone speaking against the resolution). Students participating online via the NOSC webinar portal will also be given time to speak for or against a resolution.

“Speak your mind, even if your voice shakes.”

Maggie Kuhn

When it is your turn to speak (whether in person or online), introduce yourself with your name, your year in school, your osteopathic college, and whether you speak for or against the resolution. (e.g. My name is John Doe. I am an OMS-III from Kirksville College of Osteopathic Medicine. I speak in favor of the resolution. [Explain why in favor…])

Each student speaking at the NOSC will be given a **maximum of one (1) minute** in which to express their opinion. Each resolution will be given a **maximum of ten (10) minutes** for discussion. At the end of these timeframes, the Speaker will announce that time is up. Unless there is a motion to extend debate, the Speaker will call the question at the end of the allotted ten minutes and a vote will proceed.

Votes are typically taken by verbal affirmation (i.e. members of the NOSC vote yay or nay out loud as prompted by the Speaker). If anyone feels that a vote was too close to call accurately, they may, prior to the introduction of the next resolution, call for Division of the House (at which time a physical hand vote will be taken). Once all resolutions have been voted on, the Speaker will conclude the NOSC.
What happens Post-NOSC?

Immediately following the NOSC, the Leadership Panel and the Speaker will meet to discuss the opinions heard, review the recommended votes, and finalize the official student opinion (consensus) of the NOSC and the entire osteopathic student body. This opinion will be distributed to everyone in attendance. The consensus student opinion is what each student delegate and representative at the AOA House of Delegates is expected to support and advocate for so that we have **ONE STUDENT VOICE**.

ROBERTS RULES OF ORDER (QUICK GUIDE)

**Overview**

I. **Introduction** of Resolution by Speaker  
II. **Motions** (move to approve, amend, etc.)  
III. **Second** the Motion  
IV. **Discussion** of Resolution, Motion  
V. **Vote** by NOSC  
VI. **Decision** (approved, disapproved)  
VII. **Review** by Leadership Panel

**Important motions for the NOSC**

- **Propose an amendment**  
- **Amend a motion**  
- **Extend debate**  
- **Call the Question**  
- **Ask for clarification**  
- **Object to a rule violation**  
- **Request a manual vote count**

**So what does that motion actually mean?**

- **Call the question**  
- **Table**  
- **Orders of the day**  
- **Question of privilege**  
- **Recess**  
- **Adjourn**  
- **Division**  
- **Divide**  
- **Object to consideration**  
- **Appeal**  
- **Point of information**  
- **Point of inquiry**  
- **Point of order**  
- **Take from the table**  
- **Rescind**  
- **Reconsider**

- “Let’s shut up and vote!”  
- “There’s something more important. Let’s talk about this later.”  
- “Tangent!”  
- “It’s too hot/cold in here.”  
- “My bladder is the size of a walnut!”  
- “It’s time to go!”  
- “Let’s get an exact vote count.”  
- “One part at a time please.”  
- “Let’s skip this.”  
- “Your decision is terrible…er, Mr. Speaker…sir.”  
- “I have a substantive question.”  
- “I have a procedural question”  
- “S/he did that wrong!”  
- “About that thing we were thinking about earlier…”  
- “Let’s cancel that previous motion.”  
- “Let’s rethink that result.”
**Parliamentary Motions Guide**

Based on *Robert's Rules of Order Newly Revised (11th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

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<tbody>
<tr>
<td>§21 Close meeting</td>
<td>I move to adjourn</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>§20 Take break</td>
<td>I move to recess for</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§19 Register complaint</td>
<td>I rise to a question of privilege</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>§18 Make follow agenda</td>
<td>I call for the orders of the day</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>§17 Lay aside temporarily</td>
<td>I move to lay the question on the table</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>§16 Close debate</td>
<td>I move the previous question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>§15 Limit or extend debate</td>
<td>I move that debate be limited to ...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>2/3</td>
</tr>
<tr>
<td>§14 Postpone to a certain time</td>
<td>I move to postpone the motion to ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§13 Refer to committee</td>
<td>I move to refer the motion to ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§12 Modify wording of motion</td>
<td>I move to amend the motion by ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§11 Kill main motion</td>
<td>I move that the motion be postponed indefinitely</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>§10 Bring business before assembly (a main motion)</td>
<td>I move that [or “to”] ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
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</table>

**Incidental Motions** - No order of precedence. Arise incidentally and decided immediately.

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<tbody>
<tr>
<td>§23 Enforce rules</td>
<td>Point of order</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>§24 Submit matter to assembly</td>
<td>I appeal from the decision of the chair</td>
<td>Yes</td>
<td>Yes</td>
<td>Varies</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>§25 Suspend rules</td>
<td>I move to suspend the rules which ...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>§26 Avoid main motion altogether</td>
<td>I object to the consideration of the question</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>§27 Divide motion</td>
<td>I move to divide the question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>§29 Demand rising vote</td>
<td>I call for a division</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>§33 Parliamentary law question</td>
<td>Parliamentary inquiry</td>
<td>Yes (if urgent)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>§33 Request information</td>
<td>Request for information</td>
<td>Yes (if urgent)</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
</tbody>
</table>

**Motions That Bring a Question Again Before the Assembly** - no order of precedence. Introduce only when nothing else pending.

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</thead>
<tbody>
<tr>
<td>§34 Take matter from table</td>
<td>I move to take from the table ...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>§35 Cancel or change previous action</td>
<td>I move to rescind/amend something previously adopted ...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>2/3 or maj. w/ notice</td>
</tr>
<tr>
<td>§37 Reconsider motion</td>
<td>I move to reconsider the vote ...</td>
<td>No</td>
<td>Yes</td>
<td>Varies</td>
<td>No</td>
<td>Majority</td>
</tr>
</tbody>
</table>
Thank you for taking the time to read the Student Primer. We hope to see you at the National Osteopathic Student Caucus and the AOA House of Delegates!

- Your COSGP Executive Board -

CLICK HERE TO REGISTER FOR THE NOSC

Follow COSGP for important updates and reminders!

Website | Facebook | Twitter | Instagram

For further information or questions, please contact:

COSGP Parliamentarian | COSGPPar@aacom.org
COSGP National Legislative Affairs Representative | COSGPLegRep@aacom.org

Revised July 11, 2017

Note: Elements of the National Osteopathic Student Caucus Constitution and the AOA House of Delegates Primer were used in the development of this document.